

SECTION G
CONTRACT ADMINISTRATION DATA

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SECTION G

CONTRACT ADMINISTRATION DATA

G.1 CORRESPONDENCE PROCEDURES

To promote timely and effective administration, correspondence submitted under this contract shall be subject to the following procedures:

- a. Technical Correspondence. Technical correspondence concerning performance of this contract shall be addressed to the DOE Contracting Officer Representative (COR) with an information copy of the correspondence to the Contracting Officer. Technical correspondence addresses issues relating to work effort of the contract (i.e. request interpretation of contractual requirements for performance) or requests approval or disapproval of reports, drawings or other work products.
- b. Patents/Technical Data Correspondence. Correspondence concerning patent and technical data issues shall be addressed to the Patent Counsel, Office of Patent Counsel as designated in paragraph G.2, with an information copy to the Contracting Officer and the COR.
- c. Non-technical Administrative Correspondence. All correspondence, other than technical correspondence, shall be addressed to the Contracting Officer, with information copies of the correspondence to the COR, and to the Patent Counsel (where patent or technical data issues are involved).
- d. Subject Line(s). All correspondence shall contain a subject line commencing with the contract number, as illustrated below:

"SUBJECT: Contract No. DE-AC07-00ID13729
(Insert subject topic after contract number, e.g.,
"Request for subcontract placement consent")."

G.2 DESIGNATION OF PATENT ADVISOR

The following office is hereby designated to represent the Contracting Officer in administering the Patent Clauses in this contract.

Deputy Chief Counsel, Intellectual Property Law Division
U. S. Department of Energy
Chicago Operations Office
9800 South Cass Avenue
Argonne, IL 60439

Telephone: (630) 252-2176
Fax: (630) 252-2779

Correspondence with respect to this clause shall be directed to the above with a copy to the Contracting Officer.

G.3 CONTRACTING OFFICER REPRESENTATIVE (COR)

The Contracting Officer Representative (COR) will be designated by separate letter and will represent the Contracting Officer in the technical phases of the work. The COR is not authorized to change any of the terms and conditions of this contract. Only the Contracting Officer can make changes in the scope, term, or price of the work by properly written modification(s) to the contract.

G.4 CONTRACT ADMINISTRATION

The contract will be administered by:

U.S. Department of Energy
Idaho Operations Office
Procurement Services Division
ATTN: (Provided by Separate Letter)
850 Energy Drive, (Provided by Separate Letter)
Idaho Falls, Idaho 83401-1563

Telephone: (Provided by Separate Letter)
Fax: (Provided by Separate Letter)
E-mail: (Provided by Separate Letter)

Written communication shall make reference to the contract number and shall be mailed to the above address.

G.5 DESIGNATION OF PROPERTY ADMINISTRATOR

As required under FAR 45.104 and DOE-Property Management Regulation 109-1.5202, the property administrator for this contract shall be the ID Organizational Property Management Officer (ID-OPMO). The name of the property administrator shall be given in separate correspondence.

G.6 SUBMISSION OF VOUCHERS/INVOICES (ALTERNATE I) (APR 1991)

In accordance with the clause entitled "Payment" of the General Provisions, the Contractor shall submit one original and two copies of invoices for authorization for payment as specified below:

The original of each invoice shall be submitted to:

U.S. Department of Energy
Albuquerque Operations Office
ATTN: AFSC/VGST
PO Box 5239
Kirtland AFB
Albuquerque, NM 87185-5239

One copy of the invoice, with supporting detail shall be mailed to the Contracting Officer at:

U.S. Department of Energy
Idaho Operations Office
Procurement Services Division
ATTN: (Provided by Separate Letter)
850 Energy Dr., MS 1221
Idaho Falls, Idaho 83401-1563

One copy of the invoice, with supporting detail shall be mailed to the Contracting

Officer's Representative (COR) as identified in the contract at:

U.S. Department of Energy
Idaho Operations Office
ATTN: (Provided by Separate Letter)
850 Energy Drive, MS (Provided by Separate Letter)
Idaho Falls, ID 83401-1563

G.7 CONTRACT NUMBER

The words "Solicitation No. DE-RP07-99ID13729," and "RFP No. DE-RP07-99ID13729," shall be deemed to read "Contract No. DE-AC07-00ID13729" in the signed contract. This contract consists of Section A through Section J.